

**Tasking Memorandum No. 99-168**

**Memorandum For Cdrs DCMC CAOs**

**Subject:** Automation of the Federal Directory of Contract Administration Services (CAS) Components and the DCMC Personnel Directory

**Date:** April 27, 1999

**Suspense Date:** May 14, 1999

**Target Audience:** CAO Commanders

**Requirement(s):**

- Headquarters is in the process of automating the Federal Directory of CAS Components. There is also a parallel effort underway to provide a directory of all DCMC personnel. Both directories will be accessed through the DCMC homepage and will reside in one database.
- Designated individuals at the CAO (primary and alternate) will be responsible for keeping some of the data current. For the Federal Directory the information to be updated by the CAO consists of address, telephone numbers, and email information for the organization. For the DCMC Directory the information to be updated by the CAO consists of telephone numbers and email addresses for all CAO personnel. The designated individual(s) at each CAO will have special on-line access through the DCMC homepage to do their updates.
- Last year, we asked each CAO to submit two names (primary and alternate) that would serve as trusted agents/administrators that would be given on-line access to update their specific CAO information. The **attached** is a consolidation of all names submitted last year. We are ready to test the system, but cannot because some of the names are no longer valid due to individuals retiring or having moved to a new position.
- Please submit via-email to this Headquarters your primary and alternate trusted agent/administrator to include full name, position title, grade, area code and telephone number, fax number, and email address to both points of contact below. Instructions/guidance with logons and passwords will be provided to the trusted agents/administrators to test the system on-line.
- PLAS Program Code: 216 General Administration

**Point of Contact for Further Information on the Federal Directory:**

Sharon G. Tillman  
Workforce Team (DCMC-BG)  
(703) 767-2442, DSN 427-2442  
[sharon\\_tillman@hq.dla.mil](mailto:sharon_tillman@hq.dla.mil)

**Point of Contact for Further Information on the DCMC Directory:**

Paula Metcalf  
Single Process Initiative Center (DCMCC-AS)  
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**Signature: /s/**

CARLA LIBERATORE  
Executive Director  
Business Operations

		DCMDE ADMINISTRATORS/TRUSTED AGENTS					
ORG SYMBOL	ACTIVITY	FIRST NAME	LAST NAME	TITLE	PRIM	ALT	COMMERCIAL
DCMDE-GA	DCMC ATLANTA	NANCY	BENNETT	CONTRACT SPECIALIST	X		(770) 590-6078
DCMDE-GA	DCMC ATLANTA	RONALD	CROFT	GENERAL ENGINEER		X	(770) 590-6035
DCMDE-GT	DCMC BALTIMORE	LES, SR	MORTON	INDUSTRIAL SPECIALIST	X		(410) 339-4915
DCMDE-GT	DCMC BALTIMORE	CYNTHIA	TILLMAN	QUALITY ASSURANCE SPECIALIST		X	(410) 339-4801
DCMDE-GF	DCMC BOSTON	JANE	UILLEUMIER	PROCUREMENT TECHNICIAN	X		(617) 753-4193
DCMDE-GF	DCMC BOSTON	JENNIFER	MILLER	CONTRACT ADMINISTRATOR		X	(617) 753-4274
DCMDE-GC	DCMC CLEARWATER	RAY	POWELL	PAS MANAGER	X		(813) 579-3064
DCMDE-GC	DCMC CLEARWATER	SCOTT	OSTER	PROGRAM ANALYST		X	(813) 579-3063
DCMDE-GZL	DCMC CLEVELAND - LOCKHEED MARTIN TACTICAL DEFENSE SYSTEMS	JAMES	POHORENCE	COMMANDER	X		(330) 796-1521
DCMDE-GZL	DCMC CLEVELAND - LOCKHEED MARTIN TACTICAL DEFENSE SYSTEMS	RUDY	AFZAL	CONTRACT OPERATIONS TEAM LEADER		X	(330) 796-9042
DCMDE-GY	DCMC DAYTON	BARBARA	WEYRAUCH	SUPPLU TECHNICIAN	X		(937) 656-3096
DCMDE-GU	DCMC HARTFORD	SANDY	SNEDDON	COMPUTER SPECIALIST	X		(860) 291-7847
DCMDE-GU	DCMC HARTFORD	DOLORES	PORRINO	COMPUTER SPECIALIST		X	(860) 291-7841
DCMDE-RC	DCMC GE AIRCRAFT ENGINES CINCINNATI	MICHAEL	ALBERTH	CHIEF, TECHNICAL ASSESSMENT GROUP	X		(513) 243-2494
DCMDE-RC	DCMC GE AIRCRAFT ENGINES CINCINNATI	DONALD	HERSHBERGER	DEPUTY, OPERATIONS GROUP		X	(513) 243-6016
DCMDE-GG	DCMC LONG ISLAND	DONNA	IDONE	ADMINISTRATIVE OFFICER	X		(516) 228-5705
DCMDE-GG	DCMC LONG ISLAND	JOHN	MARO	CONTRACT SPECIALIST		X	(516) 228-5790
DCMDE-GN	DCMC NEW YORK	CAREN	KOSLOV	CONTRACT ADMINISTRATOR	X		(718) 390-1363
DCMDE-GN	DCMC NEW YORK	HECTOR	COLON-BAEZ	QUALITY ASSURANCE SPECIALIST		X	(718) 390-1278
DCMDE-MB	DCMC ORLANDO	EUGENE	GRAYSON	CHIEF, MANAGEMENT SUPPORT OFFICE	X		(407) 228-5223
DCMDE-MB	DCMC ORLANDO	BILL	YOUNG	COMPUTER SPECIALIST		X	(407) 228-5111
DCMDE-GD	DCMC PHILADELPHIA	MELBA	LA ROSA	MANAGEMENT ANALYST	X		(215) 737-3586
DCMDE-GD	DCMC PHILADELPHIA	SUSAN	IMBESI	MANAGEMENT ASSISTANT		X	(215) 737-4084
DCMDE-GP	DCMC PITTSBURG	SUSAN	ANDERSON	GROUP LEADER, MANAGEMENT SUPPORT	X		(412) 395-4311
DCMDE-GP	DCMC PITTSBURG	CECELIA	BLANGO	PROCUREMENT TECHNICIAN		X	(412) 395-5990
DCMDE-GX	DCMC SPRINGFIELD	CAROL	SPINNER	CONTRACT SPECIALIST	X		(973) 724-8233
DCMDE-GX	DCMC SPRINGFIELD	STEPHEN	SOLOWON	ASSISTANT CONTRACT OPERATIONS GROUP MANAGER		X	(973) 724-8297
DCMDE-GXK	DCMC SPRINGFIELD-GEC/KEARFOTT/MIDSCO	LOUIS	NATHAN	ADMINISTRATOR	X		(973) 633-4500
DCMDE-GXK	DCMC SPRINGFIELD -GEC/KEARFOTT/MIDSCO	BETH	GOLDBERG	ADMINISTRATIVE CONTRACTING OFFICER		X	(973) 633-4510
DCMDE-GS	DCMC SYRACUSE	DALE	PRATT	MANAGER/MANAGEMENT SUPPORT	X		(315) 448-7887
DCMDE-GZ	DCMC CLEVELAND	GEOFFREY	TIMM	MANAGEMENT ANALYST	X		(216) 522-5277
DCMDE-GZ	DCMC CLEVELAND	THOMAS	POPELKA	CHIEF, BUSINESS OPERATIONS SUPPORT TEAM		X	(216) 522-5146
DCMDE-RE	DCMC BOEING PHILADELPHIA	ROSEMARY	ORMSBY	CONTRACTS ADMINISTRATIVE OFFICER	X		(610) 591-8173
DCMDE-RO	DCMC GENERAL DYNAMCS, LIMA	ALLEN	KUTZLI	PROTOCOL COORDINATOR	X		(419) 221-9509
DCMDE-RO	DCMC GENERAL DYNAMCS, LIMA	DANN	CARIELLO	COMPUTER SPECIALIST		X	(419) 221-9544
DCMDE-RP	DCMC GENERAL DYNAMICS DEFENSE SYSTEM	CHET	RUSSO	SYSTEMS ADMINISTRATOR	X		(413) 494-2617
DCMDE-RPL	DCMC GENERAL DYNAMICS ARMAMENT SYSTEMS DEPARTMENT	WILLIAM	PAPP	CHIEF, DCMC GDAS BURLINGTON	X		(802) 657-6465
DCMDE-RPL	DCMC GENERAL DYNAMICS ARMAMENT SYSTEMS DEPARTMENT	DALE	MACOMBER	CHIEF, DCMC OPERATIONS, GDAS BURLINGTON		X	(802) 657-7254
DCMDE-RM	DCMC HAMILTON STANDARD	DOROTHY	McGUIRE	MANAGEMENT ASSISTANT	X		(860) 654-2976
DCMDE-RM	DCMC HAMILTON STANDARD	KAREN	SENECAL	SECRETARY		X	(860) 654-3756
DCMDE-RV	DCMC LOCKHEED MARTIN DELAWARE VALLEY	JERRY	BLUE	ADMINISTRATIVE OFFICER	X		(609) 338-3712
DCMDE-RV	DCMC LOCKHEED MARTIN DELAWARE VALLEY	CATHERINE	SUTTON	MANAGEMENT ANALYST		X	(609) 338-3684
DCMDE-RH	DCMC LOCKHEED MARTIN MARIETTA	WILLIAM, JR	RYAN	DIVISION ADMINISTRATIVE CONTRACTING OFFICER	X		(770) 494-2003
DCMDE-RX	DCMC LOCKHEED MARTIN ORLANDO	LISA	BLACKFORD	COMMAND SUPPORT ASSISTANT	X		(407) 356-2600
DCMDE-RN	DCMC LOCKHEED MARTIN SANDERS	GREGORY	GUSH	COMPUTER SPECIALIST	X		(603) 885-5649
DCMDE-RF	DCMC NORHTROP GRUMMAN BALTIMORE	DONNA	STIDHAM	MANAGEMENT ANALYST	X		(410) 765-3053
DCMDE-RF	DCMC NORHTROP GRUMMAN BALTIMORE	JACKIE	BLAKE	MANAGEMENT ASSISTANT		X	(410) 765-4327
DCMDE-RG	DCMC NORTHROP GRUMANN BETHPAGE	KAREN	NCNEIL	COMMAND SECRETARY	X		(516) 575-2446
DCMDE-RG	DCMC NORTHROP GRUMANN BETHPAGE	JOANN	KAI	SECRETARY		X	(516) 575-3969
DCMDE-RK	DCMC PEMCO BIRMINGHAM, BIRMINGHAM ALABAMA	ROBERT	ERHART	CHIEF, OPERATIONS BUSINESS TEAM	X		(205) 510-4170
DCMDE-RK	DCMC PEMCO BIRMINGHAM, BIRMINGHAM ALABAMA	RICK	GREEN	ADMINISTRATIVE CONTRACT OFFICER		X	(205) 510-4126
DCMDE-RW	DCMC PRATT & WHITNEY EAST HARTFORD	CAROL	RABL	SECRETARY	X		(860) 565-9670
DCMDE-RW	DCMC PRATT & WHITNEY EAST HARTFORD	MARLENE	HEBERSTREIT	MANAGEMENT ASSISTANT		X	(860) 565-9557
DCMDE-RZ	DCMC PRATT & WHITNEY WEST PALM BEACH	LOUIS, JR	PELITTI	OPERATIONS GROUP MANAGER	X		(561) 796-8051
DCMDE-RZ	DCMC PRATT & WHITNEY WEST PALM BEACH	MENELAOS	DEMTRIADIS	TECHNICAL ASSESSMENT GROUP MANAGER		X	(561) 796-2166
DCMDE-RR	DCMC RAYTHEON	AMY	O'CONNELL	COMPUTER SPECIALIST	X		(781) 238-2475
DCMDE-RR	DCMC RAYTHEON	NANCY	IENGO	COMPUTER SPECIALIST		X	(781) 238-2959
DCMDE-RA	DCMC SIKORSKY	JOHN	DUNN	COMPUTER SPECIALIST	X		(203) 386-6752
DCMDE-RA	DCMC SIKORSKY	CAROLYN	RUSSELL	COMPUTER SPECIALIST		X	(203) 386-4587
DCMDE-RS	DCMC NORTHROP GRUMMAN ST. AUGUSTINE	MELINDA	BOUCHEZ	SECRETARY		X	(904) 825-3479
DCMDE-RS	DCMC NORTHROP GRUMMAN ST. AUGUSTINE	WINNI	GRESHAM	COMMAND SUPPORT ASSISTANT	X		(904) 825-3913
DCMDE-RJ	DCMC NORHTROP GRUMMAN MELBOURNE	VERONICA	BRUNO	SECRETARY		X	(407) 951-5142
DCMDE-RJ	DCMC NORHTROP GRUMMAN MELBOURNE	CAROL	MANDERS	COMMAND SUPPORT ASSISTANT	X		(407) 951-5593
DCMDE-RT	DCMC MICHOUD-STENNIS	JOCELYN	CONNELLY	ADMINISTRATIVE CONTRACTING OFFICER		X	(504) 257-3805
DCMDE-RT	DCMC MICHOUD-STENNIS	LEON	DEAN	CHIEF, OPERATIONS GROUP	X		(504) 257-3294
DCMDE-RL	DCMC GE LYNN-RLDM	MELINDA	NYGREN	ADMINISTRATIVE SUPPORT ASSISTANT	X		(781) 594-2683
DCMDE-RL	DCMC GE LYNN-RLDM	GALE	NIKOLOPOULOS	SUPPORT SERVICES SPECIALIST		X	(781) 594-8638
DCMDE-GB	DCMC STRATFORD	DANNY	BEREZA	COMPUTER ASSISTANT	X		(203) 385-4869
DCMDE-GB	DCMC STRATFORD-GBF	MARK	SUDIKOFF	COMPUTER SPECIALIST		X	(203) 385-4345
DCMDE-GI	DCMC INDIANAPOLIS	SARAH	ROBERTSON	OFFICE SERVICES CLERK		X	(317) 542-2075
DCMDE-GI	DCMC INDIANAPOLIS	KENDRA	MILLS	OFFICE SERVICES CLERK	X		(317) 542-2031
DCMDE-GJ	DCMC DETROIT	JEROME, JR	LAWLAH	SECRETARY		X	(810) 574-3891
DCMDE-GJ	DCMC DETROIT	JOYCE	GARTH	MANAGEMENT ANALYST	X		(810) 574-3885
DCMDE-GL	DCMC BIRMINGHAM	LEONTYNE	LEE	MAIL CLERK		X	(205) 716-7419
DCMDE-GL	DCMC BIRMINGHAM	THERESA	TYREE	MANAGEMENT ASSISTANT	X		(205) 716-7434
DCMDE-A	DCMC AIRCRAFT PROGRAM MANAGEMENT OFFICE (APMO)	VALERIE	BROWN	CHIEF, MANAGEMENT SUPPORT OFFICE	X		(770) 590-2040
DCMDE-A	DCMC AIRCRAFT PROGRAM MANAGEMENT OFFICE (APMO)	JIM	THORNBERRY	COMPUTER SPECIALIST		X	(770) 590-2809
DCMDE-RI	DCMC LOCKHEED MARTIN FEDERAL SYSTEMS, OWEGO	IRENE	SCHOTTS	COMMANDER'S SECRETARY	X		(607) 761-5424

DCMDW ADMINISTRATORS/TRUSTED AGENTS									
ORG SYMBOL	ACTIVITY	FIRST NAME	LAST NAME	TITLE	PRIM	ALT	COMMERCIAL		
DCMDW-GA	DCMC SANTA ANA	MARLIT	MACK	COMMAND SECRETARY	X		(714) 836-2700	x602	
DCMDW-GA	DCMC SANTA ANA	CRYSTAL	BAILEY	SECRETARY		X	(714) 836-2700	x614	
DCMDW-GB	DCMC DALLAS	EVELYNE	PARKER	MANAGEMENT ASSISTANT	X		(214) 670-9467		
DCMDW-GB	DCMC DALLAS	SANDRA	AGARD	SECRETARY		X	(214) 670-9293		
DCMDW-GE	DCMC SAN ANTONIO	MARIA	RODRIGUEZ	SUPPORT SVCS SPECIALIS	X		(210) 472-6717	x108	
DCMDW-GE	DCMC SAN ANTONIO	TERESA	IZARRARAS	MANAGEMENT ANALYST		X	(210) 472-6717	x107	
DCMDW-GL	DCMC ST. LOUIS	MARILYN	THOMAS	OFFICE AUTOMATION	X		(314) 331-5222		
DCMDW-GL	DCMC ST. LOUIS	JILL	DEAN	OFFICE AUTOMATION		X	(314) 331-5225		
DCMDW-GP	DCMC PHOENIX	CATHY	SCHROEDER	PROCUREMENT ASSISTANT	X		(602) 594-7843		
DCMDW-GP	DCMC PHOENIX	DEBORAH	MILLER	CONTRACT ADMINISTRATOR		X	(602) 594-7836		
DCMDW-GS	DCMC SAN DIEGO	JENNINE M.	GILBEAU	COMPUTER SPECIALSIT	X		(619) 495-7403		
DCMDW-GS	DCMC SAN DIEGO	JOSE N.	MOSE	COMPUTER SPECIALSIT		X	(619) 495-7447		
DCMDW-GT	DCMC TWIN CITIES	DANIEL M.	KRAEMER	PROGRAM ANALYST	X		(612) 335-2039		
DCMDW-GT	DCMC TWIN CITIES	JOCELYN M.	ROLEN	PROGRAM ANALYST		X	(612) 335-2028		
DCMDW-GW	DCMC SEATTLE	BRUCE	HELMBOLDT	CONTRACT ADMINISTRATOR	X		(425) 889-7357		
DCMDW-GW	DCMC SEATTLE	PAUL	MOORE	QA SPECIALIST		X	(425) 889-7357		
DCMDW-RC	DCMC LOCKHEED MARTIN ASTRONAUTICS	WILMA	MARSH	MANAGEMENT SUPPORT	X		(303) 977-8177		
DCMDW-RD	DCMC BOEING ST. LOUIS	BARB	SCANLON	TRANSPORTATION CLERK	X		(314) 233-9613		
DCMDW-RD	DCMC BOEING ST. LOUIS	CLAUDINE	SALMIERI	ADMIN OFFICER		X	(314) 234-6965		
DCMDW-RE	DCMC BOEING CANOGA PARK	DEBRA	SHIELDS	CONTRACT ADMINISTRATOR	X		(818) 586-8836		
DCMDW-RE	DCMC BOEING CANOGA PARK	LT. GLENN	BASSO	PROGRAM INTEGRATOR		X	(818) 586-1550		
DCMDW-RG	DCMC RAYTHEON E-SYSTEMS - GREENVILLE DI	ANGELIA	KUHN	SECRETARY	X		(903) 457-6736		
DCMDW-RG	DCMC RAYTHEON E-SYSTEMS - GREENVILLE DI	SUZANNE	PITTS	MANAGEMENT ASST.		X	(903) 457-6723		
DCMDW-RI	DCMC TEXAS INSTRUMENTS	GLONDA	FAHNESTOCK	SECRETARY	X		(972) 917-0302		
DCMDW-RI	DCMC TEXAS INSTRUMENTS	VIRGINIA	HALE	COMMAND SUPPORT ASST.		X	(972) 917-0303		
DCMDW-RK	DCMC BELL HELICOPTER	MARILYN	TANSKI	SECRETARY	X		(817) 280-7380		
DCMDW-RK	DCMC BELL HELICOPTER	CAROLYN	SIMMONS	PROCUREMENT TECH		X	(817) 280-7355		
DCMDW-RM	DCMC BOEING-HUNTINGTON BEACH	MARY	SENTMAN	COMMAND SUPPORT	X		(714) 896-4265		
DCMDW-RM	DCMC BOEING-HUNTINGTON BEACH	MARY	ARMENTA	MANAGEMENT ANALYST		X	(714) 896-3462		
DCMDW-RN	DCMC NORTHROP GRUMMAN-HAWTHORNE	MARINA	REY	ORG ASSISTANT	X		(213) 600-1031		
DCMDW-RR	DCMC THIOKOL	RISEE	EVANS	PROCUREMENT TECHNICIAN	X		(801) 863-2211		
DCMDW-RR	DCMC THIOKOL	KATHLEEN	JOHN	CONTRACT ADMINISTRATOR		X	(801) 863-5229		
DCMDW-RS	DCMC STEWART & STEVENSON-SEALY	PAT	TRACY	ADMINISTRATIVE ASSISTANT	X		(713) 867-1624		
DCMDW-RS	DCMC STEWART & STEVENSON-SEALY	DOTTIE	SHELDON	COMMANDER'S SECY		X	(713) 867-1665		
DCMDW-RT	DCMC HUGHES TUCSON	KATHY	RATERINK	PROCUREMENT ASSISTANT	X		(520) 794-3563		
DCMDW-RT	DCMC HUGHES TUCSON	NANCY	BOUDY	SECRETARY		X	(520) 794-7626		
DCMDW-RY	DCMC BOEING LONG BEACH	DEBORAH	CORSINI	MANAGEMENT SUPPORT CHIEF	X		(562) 593-5338		
DCMDW-RY	DCMC BOEING LONG BEACH	MARY	AUGUSTINE	MANAGEMENT ANALYST		X	(562) 593-5330		
DCMDW-RZ	DCMC HUGHES-LOS ANGELES	CHERYL	ANDERSON	MANAGEMENT ASSISTANT	X		(310) 364-6410		

<u>DCMDI ADMINISTRATORS/TRUSTED AGENTS</u>							
<u>ORG SYMBOL</u>	<u>ACTIVITY</u>	<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>TITLE</u>	<u>PRIM</u>	<u>ALT</u>	<u>COMMERCIAL</u>
DCMDI-O	DCMDI	Beverly	Gaunt	QA	X		(703) 767-2759
DCMDI-O	DCMDI	William	Erdbrink	QA		X	(703) 767-2755